

ARMY NATIONAL GUARD

MILITARY TECHNICIAN VACANCY

HUMAN RESOURCES OFFICE
NEW MEXICO NATIONAL GUARD
47 BATAAN BOULEVARD
SANTA FE, NEW MEXICO 87508
PHONE: 508-474-1216 DSN: 867-8216
FAX COMMERCIAL: 508-474-1544 FAX DSN: 867-8544

ANNOUNCEMENT NUMBER: T-05-1060

CLOSING DATE: Open Until Filled

POSITION TITLE, SERIES, AND GRADE

SALARY RANGE

Lead Military Pay Technician

GS-0545-07

\$34,149 - \$44,395 per year

For a complete listing of current vacancy announcements, please visit our website:

<https://www.nm.ngb.army.mil>

AREA OF CONSIDERATION: All members of the New Mexico Army National Guard.

APPOINTMENT FACTORS: Excepted Federal Service – **Enlisted (E-6 and below).**

POSITION LOCATION: Pay and Exam Branch, United States Property and Fiscal Office, New Mexico Army National Guard, Santa Fe, New Mexico.

OPENING DATE: 26 September 2005.

DATE VACANCY EXISTS: Currently exists.

POSITION NUMBERS: 70347000.

POSITION POTENTIAL: The top grade of this position is GS-07.

APPOINTMENT REQUIREMENTS: Excepted Civil Service. Individual selected must be assigned to an enlisted position in the New Mexico Army National Guard. Individual must wear the uniform as prescribed by National Guard Bureau policies and the Adjutant General of New Mexico. Employment is contingent on the successful completion of a required pre-placement medical examination.

RE-PROMOTION STATEMENT: New Mexico Army National Guard technicians who were previously downgraded from a grade equal to, or higher than that advertised at the target grade in this announcement, and who are still receiving pay retention benefits from that downgrade, may be considered for this position as an exception to competition. Technicians who desire re-promotion consideration must send a letter to the Human Resources Office, prior to the closing date of this announcement, requesting consideration for re-promotion.

PERMANENT CHANGE OF STATION (PCS) BENEFITS: PCS benefits are not authorized.

REASONABLE ACCOMMODATION: This agency provides reasonable accommodation to applicants with disabilities where appropriate. If you need a reasonable accommodation for any part of the application and hiring process, please notify the agency. Determination for reasonable accommodation will be made on a case-by-case basis.

EQUAL OPPORTUNITY: The New Mexico National Guard is an Equal Opportunity Employer. Selection for a position will be made without regard to race, religion, national origin, sex, political affiliation, marital status, membership or non-membership in an employee organization, non-disqualifying physical handicap, age (except military requirement for excepted technicians) or any other non-merit factor. Under Public Law 90-486, veterans' preference is not applicable.

INSTRUCTIONS FOR APPLYING: Individuals who think that they meet the basic qualification requirements may apply. Application will be made by resume, Optional Form 612, Standard Form 171, or in any other written format. Permanent presently employed technicians of the New Mexico National Guard may submit AGONM Form 300. Although the federal government does not require a standard application form for most jobs, we do need certain information to evaluate your qualifications and determine if you meet legal requirements for federal employment. If your application does not provide all the information requested in the job vacancy announcement, you may lose consideration for a job. Applications will be accepted only if they are received in the Human Resources Office by close of business on the closing date of the vacancy announcement; received postmarked (or other common carrier receipt mark) on or before the closing date of the vacancy announcement; or delivered to the Human Resources Office representative during her/his regularly scheduled Wednesday trip to the New Mexico Air National Guard Headquarters Building. Assurance of a legible postmark or other carrier receipt mark is the responsibility of the applicant. It is a violation of 18 USC 1719 to use government postage to send applications and violators may be subject to disciplinary action and fine as prescribed by law. Applications submitted by facsimile equipment (FAX) will be accepted for consideration. The New Mexico National Guard is not responsible for monitoring the quality or completeness of the FAX. Technicians who wish to be considered for technician positions while absent, (deployment, service schools, extended illness, etc.), may request that their supervisor submit their applications during the period of absence. It is recommended that the technician who anticipates an absence furnish the supervisor with a written request and a sufficient supply of applications to cover the period of absence. It is a regulatory responsibility of the supervisor to ensure that the applications are submitted to the Human Resources Office on, or before, the closing date of the announcement.

EVALUATION METHOD: All applicants will be initially screened against mandatory qualifications. If more than ten applicants are qualified, applicants will be evaluated on the basis of relevant experience, training and education, awards, and performance appraisals to determine the ten best qualified. Rating and ranking to determine best qualified will be conducted by a panel of representative who have technical expertise in the career field of the position being filled and a staff representative of the Human Resources Office. The evaluation will be based on the knowledge, skills, and abilities (KSAs) considered necessary for successful performance in the position.

MILITARY COMPATIBILITY: Individual selected must be assigned, prior to appointment, to a compatible Duty Military Occupational Specialty Code of: CMF: 71; MOS: 42A, 42F, 42L, 44C, 92A, 92Y, 92Z.

BASIC QUALIFICATION REQUIREMENTS: The basic qualification requirements are indicated below. These qualification requirements must be met, in addition to any military requirements, in order to be found qualified for and selected to this position.

GENERAL EXPERIENCE: Administrative or clerical experience, education or training which demonstrates the applicant's ability to make arithmetic computations, to use regulatory material, and to communicate with individuals at different levels in order to assist and provide information.

SPECIALIZED EXPERIENCE: Must have twelve months' experience that has demonstrated the following knowledge, skills, and abilities:

1. Knowledge of integrated automated financial systems, including their respective output products and required reports to perform complicated evaluations in determining the relationship between pay entitlements and the automated systems and to troubleshoot disbursements to determine corrective methods to input processing and/or systems procedures.
2. Knowledge of workday program allocation, distribution and accounting adjustments, military and civilian leave accounting. Knowledge of all accounting and reporting requirements in support of CSRS, FERS, and Thrift Savings Plan (TSP).
3. Knowledge of pay regulations and manuals governing a wide range of pay entitlements and changes. Knowledge of military/civilian pay procedures to accurately classify a variety of diversified transactions, resolve unique and unusual problems, and clarify back pay issues, requiring research and interpretation of source data, financial returns, allotments and unit records.
4. Knowledge of regulations and policies to compute retroactive adjustments extending over fiscal years and periods of regulatory and statutory changes. Actions include promotions, demotions, differential, overtime and premium pay, irregular working hours, and compensatory time.
5. Knowledge of regulations, principles, rules, procedures, and operations for processing numerous vouchers involving nonstandard and long-term contracts which are frequently revised; and a full range of travel vouchers including PCS travel with the sale and/or purchase of a residence.
6. Knowledge in processing travel vouchers, invoices and transactions issued for civilian and military personnel to ensure purpose of the orders and the proper classification accounts are issued for accurate input into the appropriate automated system for proper obligation.
7. Knowledge and understanding how to lead others in the performance of their work. Incumbent must understand how to administer the workload and ensure subordinates are performing at the required level to accomplish the workload.

QUALITY AND TYPE OF EXPERIENCE: The required amount of experience/education will not in itself be accepted as proof of qualification. The quality, type and scope of the experience/education must be of such nature as to demonstrate that applicants are fully qualified to perform the duties at the level for which they apply.

DOCUMENTATION: Applicants must explain in detail, in the application, how the specialized experience was acquired, including applicable dates. Applicants should include, with application, any training completion certificates/transcripts in the areas covered in the KSAs.

SUMMARY OF DUTIES: The purpose of this position is to perform as the Leader, over three or more employees, primarily at GS-06 level, within the Pay Entitlements Section, carrying out the full range of responsibilities associated with determining and processing military, technician, travel and commercial entitlements and related pay actions. Incumbent performs duties necessary to accomplish pay entitlement functions in support of programs essential to state Army National Guard daily operations, training, and readiness missions. Distributes and administers the workload among employees primarily working at the GS-06 level. Estimates and reports on status and expected completion time of work. Performs spot checks of work and discusses errors with employees and amends or rejects work not meeting standards. Advise lower-graded individuals on procedures and policies assisting them in completing more difficult assignments. Makes standard and non-standard pay submissions in all disciplines of the pay entitlements section. Administers and utilizes Active Duty and Reserve military pay, computerized accounts payable, individual travel, and civilian pay systems. Examine and compute payments in accordance with applicable statutory and regulatory guidelines. Verifies fiscal code on disbursement documents to ensure payments are accurately recorded. Prepares and distributes tax documents to vendors and appropriate agencies. Processes complex payments such as cooperative funding agreements, vendor card and advance payments. Performs pre-validation of obligations for all disbursements citing funds for other fiscal stations.